

## Course Specifications

Course Length:	1 ½ day
Prerequisites:	Basic knowledge of Windows.
Course Cost:	\$255.00

## What's in QuickBooks/QuickBooks Pro for Windows

QuickBooks/QuickBooks Pro for Windows, is an introduction to QuickBooks. The main objective is to introduce you to QuickBooks' basic features and give you an opportunity for hands-on practice. We'll talk about the types of information you need to track in businesses, and you will learn how to enter that information and track it in QuickBooks. By the time you complete the course, you'll have a good idea of how an accounting software package can save time and help organize business finances. When you're ready to use QuickBooks you will be familiar with the most common tasks and will know where to find information about more advanced features.

## Course Content

### **Lesson 1:**

#### **Getting Started with QuickBooks**

- Lesson objectives
- Course Introduction
- Introducing QuickBooks
- Getting around in QuickBooks
- All the accounting you need to know
- Exiting QuickBooks
- Moving between company files

### **Lesson 2:**

#### **Setting Up QuickBooks**

- Creating a QuickBooks Company
- Entering company information
- Setting up QuickBooks preferences
- Choosing a start date
- Setting up income and expense accounts
- Providing details about your income
- Entering opening balances
- Finishing the Interview
- Getting help while using QuickBooks

### **Lesson 3:**

#### **Working with Lists**

- Using QuickBooks lists
- Editing the chart of accounts
- Working with the Customer: Job list
- Working with the Employee list
- Working with the Vendor list
- Adding custom fields
- Managing lists

### **Lesson 4:**

#### **Working with Bank Accounts**

- Writing a QuickBooks check
- Using bank account registers
- Entering a handwritten check
- Transferring money between accounts
- Reconciling check accounts

### **Lesson 5:**

#### **Using other Accounts in QuickBooks**

- Other account types in QuickBooks
- Tracking credit card transaction
- Working with asset accounts
- Working with liability accounts
- Understanding equity accounts

### **Lesson 6:**

#### **Entering Sales and Invoices**

- Using sales forms in QuickBooks
- Filling in a sales form
- Memorizing a sale
- Entering a new service item
- Using multiple price levels

### **Lesson 7:**

#### **Receiving payments and making deposits**

- Recording customer payments
- Making Deposits

### **Lesson 8:**

#### **Entering and Paying Bills**

- Handling bills in QuickBooks
- Using QuickBooks for accounts payable
- Entering bills
- Paying bills

### **Lesson 9:**

#### **Analyzing Financial Data**

- Reports and graphs help you understand your business
- Creating QuickReports
- Creating and customizing preset reports
- Saving report settings
- Printing reports
- Exporting reports to Microsoft Excel
- Creating QuickInsight graphs

**Lesson 10:****Setting up Inventory**

Turning on the inventory feature

- Entering products into inventory
- Ordering products
- Receiving inventory
- Entering a bill for inventory
- Manually adjusting inventory

**Lesson 11:****Tracking and paying sales tax**

- Overview of sales tax in QuickBooks
- Setting up your tax rates and agencies
- Applying tax to each sale
- Determining what you owe
- Paying your tax agencies

**Lesson 12:****Doing Payroll with QuickBooks**

- Overview of payroll tracking
- Setting up for payroll
- Setting up employee payroll information
- Writing a paycheck
- Tracking your tax liabilities
- Paying payroll taxes

**Lesson 13:****Estimating and Progress Invoicing**

- Creating jobs and estimates
- Writing an estimate
- Creating multiple estimates
- Creating an invoice from an estimate
- Displaying reports for estimates
- Updating job status

**Lesson 14:****Tracking Time**

- Tracking Time
- Invoicing a customer based on time
- Displaying project reports for time tracking
- Paying non employees for time worked

**Lesson 15:****Customizing Forms and Writing QuickBooks Letters**

- About QuickBooks Forms
- Customizing an invoice
- Designing a custom layout for an invoice form
- Using QuickBooks Letters